Order Entry Useful Tools/Notes

Copy Order icon (**Ctrl-Shift-C**)

Remove Order icon (**Del**)

Standard Orders

Orders menu

- Click the **STD** icon.
- Choose a **Category** name.
- Choose an **MD Name**.
- Choose one:

  Assign (single) **Order** icon

  Assign All (orders) icon

- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

View tabs

- Click **Orders Without SIGN** or **Create** icon

CliniComp, Intl - 9655 Towne Centre Drive - San Diego CA 92121 - 800.350.8202

Order Entry Useful Tools/Notes

Copy Order icon (**Ctrl-Shift-C**)

Remove Order icon (**Del**)

Standard Orders

Orders menu

- Click the **STD** icon.
- Choose a **Category** name.
- Choose an **MD Name**.
- Choose one:

  Assign (single) **Order** icon

  Assign All (orders) icon

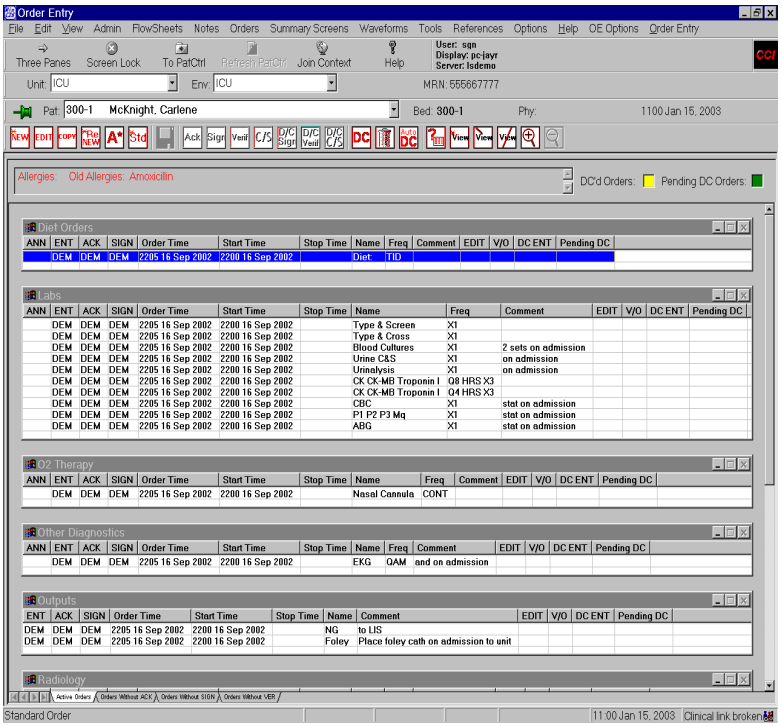
- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

View tabs

- Click **Orders Without SIGN** or **Create** icon

CliniComp, Intl - 9655 Towne Centre Drive - San Diego CA 92121 - 800.350.8202

Physicians' OE Pocket Reference (254-51024-B) 1/27/03



Single Order

Order Entry screen

- Click **New** icon (**Ctrl-N**).
- Choose a **Category** name.
- Enter name and applicable information.
- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

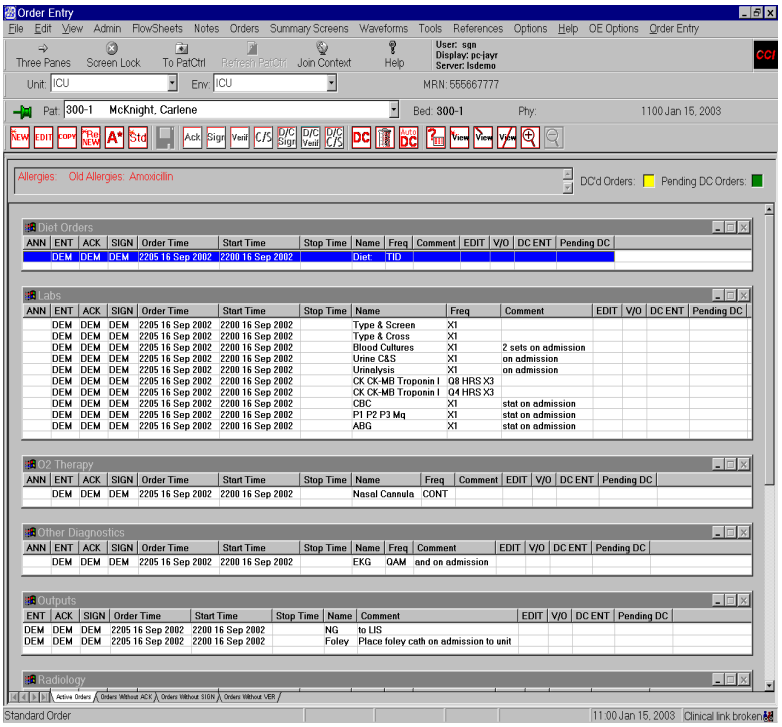
Multiple Orders

Order Entry screen

- Click **New** icon (**Ctrl-N**).
- Choose a **Category** name.
- Enter name and applicable information.
- Click **Assign Order** icon.
- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

Physicians' OE Pocket Reference (254-51024-B) 1/27/03

CliniComp, Intl - 9655 Towne Centre Drive - San Diego CA 92121 - 800.350.8202



Single Order

Order Entry screen

- Click **New** icon (**Ctrl-N**).
- Choose a **Category** name.
- Enter name and applicable information.
- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

Multiple Orders

Order Entry screen

- Click **New** icon (**Ctrl-N**).
- Choose a **Category** name.
- Enter name and applicable information.
- Click **Assign Order** icon.
- Click **Done** icon when finished.
- Click **Store** (orders) icon (**Ctrl-S**).

Physicians' OE Pocket Reference (254-51024-B) 1/27/03

CliniComp, Intl - 9655 Towne Centre Drive - San Diego CA 92121 - 800.350.8202